

DE SOTO AREA SCHOOL DISTRICT**PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools, and that the Board may have an opportunity to hear the wishes and ideas of the public.

In order to assure that persons who wish to appear before the Board may be heard, and, at the same time, conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation in Board meetings.

1. A period of no more than 15 minutes shall be scheduled at every meeting for public comments. Anyone wishing to speak before the Board, representing either himself/herself or a group, must register with the Superintendent or designee of his/her desire to do so prior to the meeting. The person must specify his/her name, address and topic for discussion.
2. The Board President shall be responsible for recognizing the speaker, who shall give his/her name, address, and the group, if any, he/she is representing.
3. A presentation should be as brief as possible. Unless an extension of time is granted, a speaker shall limit himself/herself to five minutes. Discussion of any single item may be limited at the discretion of the presiding officer.
4. Speakers may offer such objective criticisms of the school operation and programs as concerns them. But in public session, the Board will not hear personal complaints of school personnel nor against any person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals.

It should be remembered that Board meetings are meetings held in public, not public meetings.

The Board vests in its President or other presiding officer authority to terminate remarks of any individual who does not

adhere to the rules established above. Any person who disturbs good order may be required to leave. Unless the established procedure is followed, members of the public will not be recognized by the President as the Board conducts its official business.

LEGAL REF.: Section 19.83(2) Wisconsin Statutes
19.84

APPROVED: December 13, 2004 ADMINISTRATOR: _____

GUIDELINES FOR PUBLIC PARTICIPATION AT BOARD MEETING

It should be remembered that Board meetings are meetings held in public, not public meetings.

1. Anyone wishing to speak before the Board, representing either himself/herself or a group, must register with the Superintendent or designee of his/her desire to do so prior to the meeting.
2. Please state name and attendance area.
3. Please limit comments to 3 to 5 minutes.
4. Please state subject to be presented.
5. Personal attacks or comments are out of order and will be so ruled by the chair.
6. Questions may be presented and become part of a discussion item at the next board meeting if requested and appropriate for board discussion and action.
7. No action will be taken on public participation comments. (Action items are a discussion item at one months' board meeting and become action items when indicated, usually at the next regularly scheduled meeting.)
8. The Board or Superintendent will respond to questions or information requests personally or in writing following the meeting.

APPROVED: December 13, 2004 ADMINISTRATOR: _____

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Tear off and give to Superintendent or Board President prior to the start of the meeting - Retain top portion.

BOARD VISITOR FORM

Name: _____ Date: _____

Address: _____ Telephone: _____

Students attending: _____ Pr.View _____ Stoddard _____ HS/MS

Group Represented: _____

Subject to be Presented: _____

DE SOTO AREA SCHOOL DISTRICT

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PUBLIC PARTICIPATION AT BOARD MEETINGS

Any and all action taken by the Board of Education at Board meetings is open to the public, except that taken at closed sessions in accordance with law. ***{NOTE: I expanded the previous statement to include information about closed sessions since they would not be open to the public.}***

Groups or individuals shall be placed on the agenda for a specific purpose if the Board President or District Administrator is notified in writing two days prior to the meeting. ***{NOTE: You may wish to review this statement with current Board practice to be sure it is accurate. Information in policy 171.2 on Agenda Preparation and Dissemination indicates that the agenda shall be provided to Board members on the Wednesday prior to the following Monday meeting. This would not seem to meet that timeline.}***

Individuals or groups shall be allotted such time on the agenda as designated by the Board President. Fifteen minutes will generally be permitted per item. Groups or individuals requesting Board action upon requests may expect tabling, due to lack of time for Board or committee study, until a special Board meeting is called or the next regular Board meeting.

If a person interested in speaking before the Board has not requested to be placed on the agenda, he/she may be allowed to speak during that portion of the meeting designated for public comment. The Board may discuss matters raised by the public during this portion of the meeting, provided such period of discussion was included on the meeting agenda notice. ***{NOTE: I added this paragraph to reflect current state law and what appears to be the***

Board's practice, based on board meeting minutes. Except to the extent authorized by section 19.83(2) of the state statutes, a school board should not discuss or act upon any item of business not included in the public notice of a board meeting. According to this section, a school board may discuss any matter raised by the public during a period of public comment, provided notice regarding such period of public comment has been provided under section 19.84(2) of the statutes.}

LEGAL REF.: Sections 19.83(2) Wisconsin Statutes
19.84

APPROVED:

NOTE: *This policy is based on information found in your district's current policy manual (123.10 - no approval date) and information found in board meeting minutes. I revised it for stylistic reasons and as outlined above.
(WASB - 3/04)*